

22 May 1964

MEMORANDUM FOR: Chief, Plans & Programs Staff, DD/S&T

SUBJECT: Advanced Projects Review

1. In the context of trying to be helpful, I would like to make the following suggestions concerning scheduling of reviews of advanced projects. It appears to me that it would be economical of everyone's time to schedule one Saturday or Sunday per month for review of these projects. This suggestion is made, after much soul searching, only because of the major disruption which these reviews cause in the whole of the DD/S&T. Many individuals who have numerous other tasks are normally sitting or standing (literally) by for these reviews, with consequent loss of time. The major problem, however, is that scheduling of other conferences and activities is almost impossible for a period of several days; the present review period has in fact extended well over a week.

2. Another possibility for somewhat reducing the scheduling problems would be to attempt to hold separate reviews, not trying to schedule all projects on the same day. This would seem to save some time since all projects do not generally require review with the same periodicity, and the short times of availability of the DD/S&T would appear to be more effectively utilized by using a called review in some general time period.

3. Still another idea would be to go to for an evening and following day. (This is probably the best idea--one could do some fishing.)

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4. Your consideration would be appreciated by all. In return I will lend every effort to shortening OEL's presentations and increasing pertinency of material presented.

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